

## MANDATORY TRAINING FOR NON-STATE EMPLOYEES

There are some things that DES Contractors, Volunteers, and Temporary Staff (i.e nonstate employees) need to know about, and how to do. Applying policy and law correctly is one example. To help ensure that every DES Contractor, Volunteer, and Temporary Staff member has the opportunity to gain the knowledge and skills for these “must have” topics, training on them is mandatory.

Non-State employees use Event Registration and Management Application (ERMA).

<b>Mandatory Training for Non-State Employees</b>				
<b>Class</b>	<b>Delivery Method</b>	<b>Audience</b>	<b>Time Frame for Completion</b>	<b>Authority</b>
ADA 504 Compliance Overview <u>Course Study</u> (DEE504)	CBT	All DES Contractors, Volunteers, and Temporary Staff	Within six months of hire date.	DES Executive Team
ADA504 Compliance Overview <u>Course Exam</u> (DEE504T)	CBT	All DES Contractors, Volunteers, and Temporary Staff	Within six months of DES start date.	DES Executive Team
Electronic Records Retention – Identify & Organize (DEE162A)	CBT	All DES Contractors, Volunteers, and Temporary Staff	Within six months of start date.	ARS § 39-121.01 ARS § 39-101 ARS § 41-1345.A.1 ARS § 41-1350 DES 1-37-12-01-DES Records Center Procedures DES 1-37-12-02-Litigation Hold Procedures DES 1-37-12-03-Email Storage and Retention Procedures
Electronic Records Retention – Using MS Outlook (DEE162B)	CBT	All DES Contractors, Volunteers, and Temporary Staff	Within six months of start date.	ARS § 39-121.01 ARS § 39-101 ARS § 41-1345.A.1 ARS § 41-1350 DES 1-37-12-01-DES Records Center Procedures DES 1-37-12-02-Litigation Hold Procedures DES 1-37-12-03-

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				Email Storage and Retention Procedures
Electronic Records Retention – Exam (DEE162)	CBT	All DES Contractors, Volunteers, and Temporary Staff	Within six months of start date.	ARS § 39- 121.01 ARS § 39-101 ARS § 41-1345.A.1 ARS § 41-1350 DES 1-37-12-01 - DES Records Center Procedures DES 1-37-12-02 - Litigation Hold Procedures DES 1-37-12-03 - Email Storage and Retention Procedures
DES <u>Initial</u> Security Training (DEISA1005)	CBT	All DES Contractors, Volunteers, and Temporary Staff	21 Days from start date.	DES Policy 1- 38-0076 (6.1)
DES ISA <u>Annual</u> Security Awareness Training Recertification (DEISA1001)	CBT	Employees in Covered Divisions	Required Yearly.	DES Policy 1- 38-0006 (6.1)
State Employee Driver Training (RM29)	CBT	All DES Contractors, Volunteers, and Temporary Staff	No later than three months from initial hire date.	R2-10-207
Limited English Proficiency Overview <u>Course Study</u> (DESLP001)	CBT	All DES Contractors, Volunteers, and Temporary Staff	Within six months of start date.	DES Executive Team
Limited English Proficiency Overview <u>Course Exam</u> (DESLP001T)	CBT	All DES Contractors, Volunteers, and Temporary Staff	Within six months of start date.	DES Executive Team